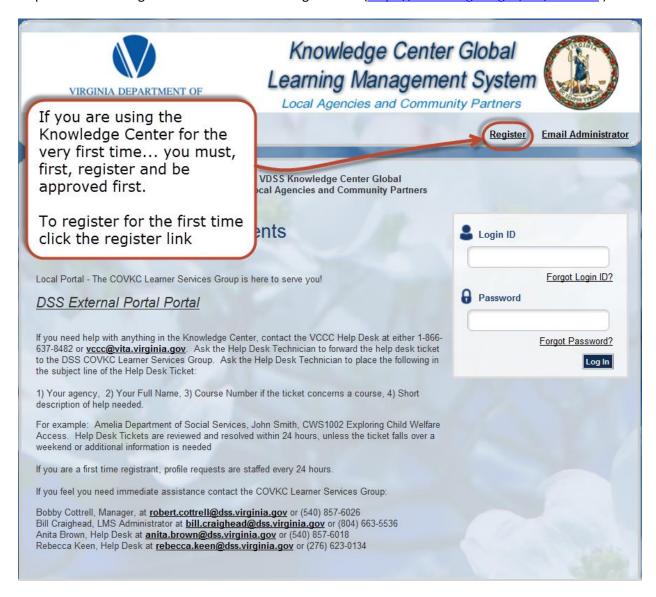


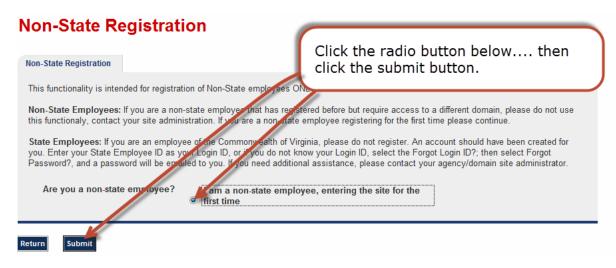
First Time - Logon Script

Step 1 – Go to the logon screen for the Knowledge Center (https://covkc.virginia.gov/dss/external)





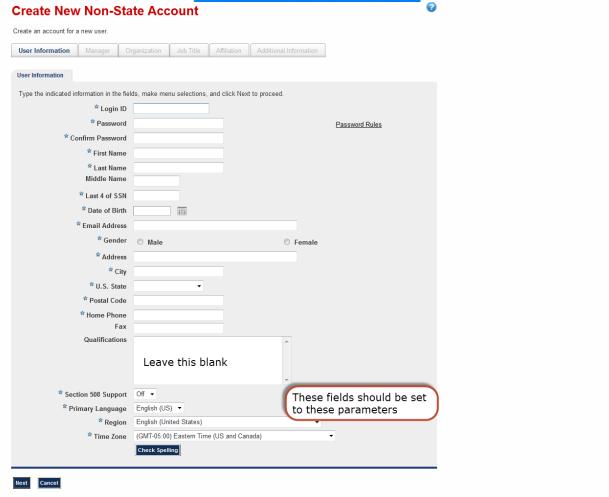
STEP 2- Confirm this is a NON –State employee registration



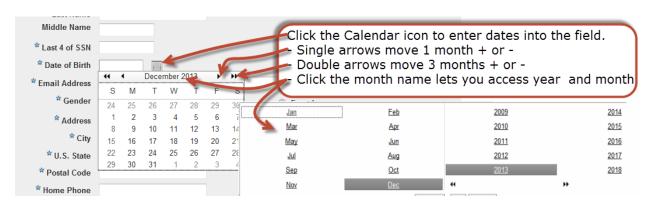
STEP 3 – Complete all contact information. Each field with a blue star is a field that is required.

- All Local DSS Employees are to use their business location and phone numbers
- Date of Birth field is entered by clicking on the calendar and selecting month/day/year.





*** Entering the date field



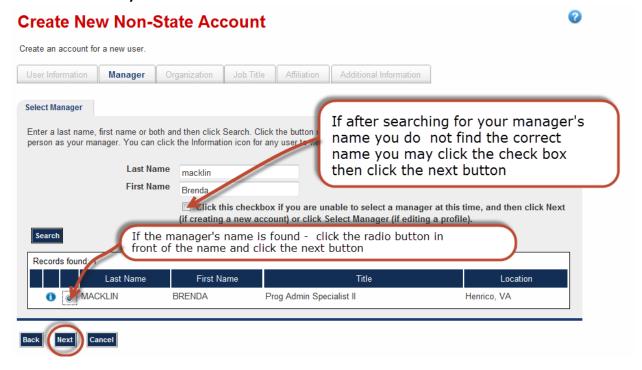
Once the form is complete - click the next button at the bottom of the page form.



STEP 4 - Select Your Manager

This step will allow this new record to be associated with your manager OR, in the case of many community partners where their manager may not be in the data base, to select no manager.

- Enter last name and first name then click search
 - The blue information button to the left of each name, when clicked, show additional information about the user
 - Upon finding the correct name you may click the radio button in front of the desired name then click next
- If the above search yields no correct name click the click the check box



STEP #5 – Select the organization

- Local DSS Employees (ONLY)
 - The local DSS units are found by REGION FIPS # FIPS NAME
 - (i.e. Central -193 Westmoreland, Eastern 053 Dinwiddie, Northern 153 –
 Prince William, Piedmont 770 Roanoke City, Western − 167 Russell, etc.)
 - Find your local FIPS and click the check box in front of it then click the next button at the bottom of the page



Create New Non-State Account

Central-119 - Middlesex

Create an account for a new user Manager Job Title Affiliation Additional Information Organization **Select Organization** Select an organization from the list below. You can only select one organization. Then click Save (or click Next if creating a new account). (CRTO) - Central Regional Training Office (RICHMOND VA (ERTO) - Eastern Regional Training Office (VIRG Local DSS Employees (ONLY) (LIC) Community Partners The local DSS units are found by REGION - FIPS # - FIPS NAME (NRTO) - Northern Regional Training Office (WAI (PRTO) - Piedmont Regional Training Office (RO (i.e. Central -193 - Westmoreland, Eastern - 053 -(WRTO) - Western Regional Training Office (AB Dinwiddie, Northern - 153 - Prince William, Piedmont - 770 🔲 595 - Emporia - Roanoke City, Western - 167 - Russell, etc.) Board - Family and Children's Trust Fund of Virg Find your local FIPS and click the check box in front of it - then Boards click the next button at the bottom of the page Central-007 - Amelia Central-029 - Buckingham Central-033 - Caroline Central-036 - Charles City Central-041 - Chesterfield Central-049 - Cumberland Central-057 - Essex Central-065 - Fluvanna Central-075 - Goochland Central-085 - Hanover Central-087 - Henrico Central-097 - King and Queen Central-101 - King William Central-103 - Lancaster Central-111 - Lunenburg



STEP #5 - Select the organization

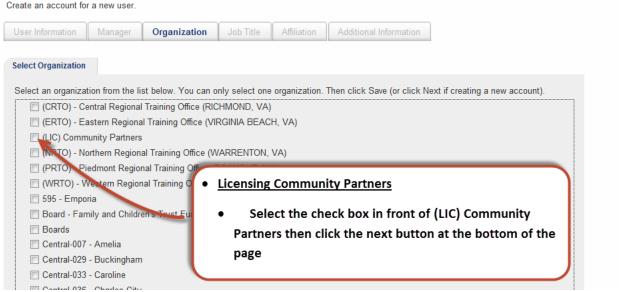
- Community Partners
 - Select the check box in front of Community Partners then click the next button at the



STEP #5 – Select the organization

- <u>Licensing Community Partners</u>
 - Select the check box in front of (LIC) Community Partners then click the next button at the bottom of the page

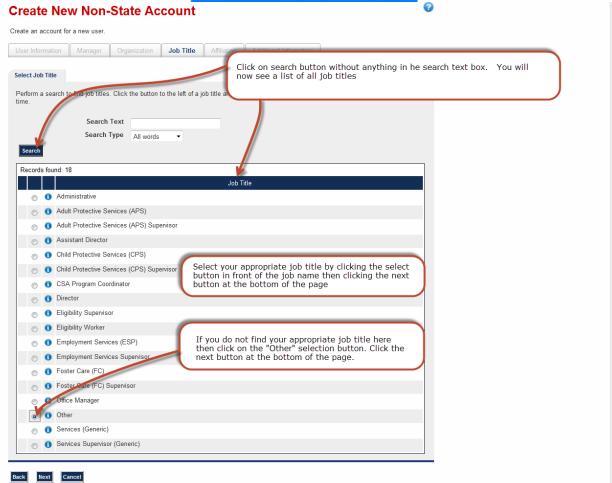




STEP #6 - Select Job Title

- Without entering anything in the search text box hit the search button
 - Select your job title from the resulting search list then click the next button at the bottom of the page.
 - If you do not see your job title select "Other" then hit the next button at the bottom of the page

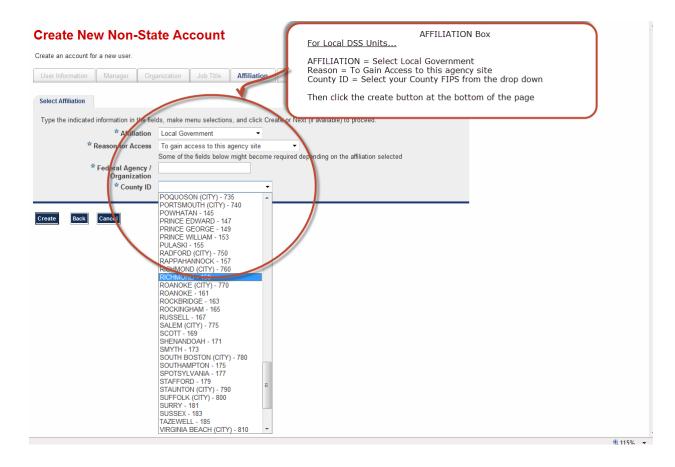






STEP #7 - Select Affiliation

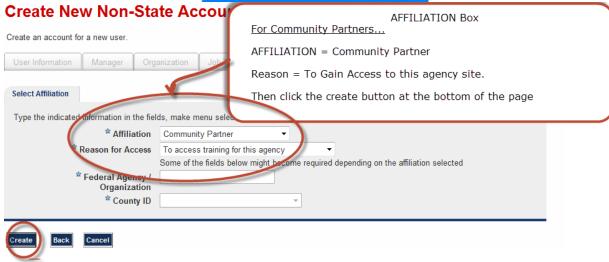
Local DSS UNITS



STEP #7 - Select Affiliation

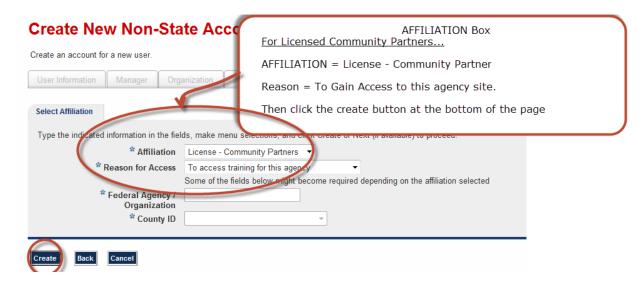
Community Partners





STEP #7 - Select Affiliation

License Community Partners





STEP #8 – Await approval response

Turnaround on approvals is 48 hours or less. The approval email will contain your logon credentials

